

February 4, 2010

## PERSONNEL COMMITTEE MEETING MINUTES

At 6:03 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Mary Gould, Dawn Cacciotti, and Deborah Christen. Also present was Town Manager K. Speidel.

### On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: None.
4. Review of Previous Meeting Minutes: The minutes of the January 7, 2010 meeting were reviewed and approved (William made motion, Mary seconded).

### Current Business:

1. Next Changes for the Salary Admin. Bylaw – Salary Schedule: Chair explained proposed New Salary Schedule for changes to S.A.P. General discussion of various step increases for jobs/positions under S.A.P. – Changing number of step increases and less grades (making it more concise). Town Manager will look at jobs and grade placements with Chair to create a more accurate projection for cost increase with this proposal. Mary will research average hours for the call firefighters and give the information to Chair. Chair led a general discussion of proposed change to sick leave benefit (buy back @retirement, maximum days, etc.). Town Manager and Chair will look at chart (after Mary updates it) of sick leave benefits for various town employee contracts.
2. LPC Year Report for inclusion in Town Report: William made motion (Mary seconded) to accept the report for calendar year 2009 as presented by Chair.
3. Articles for next Town Meeting: Continued to next meeting.
4. Job Description Format, Project: Tabled until next meeting.
5. Discussion on and Review of Progress on LPC Initiatives: Tabled until next meeting.
6. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format, Articles for next Town Meeting, Changes to Bylaw – Salary Schedule, Calendar, and Next Meeting.

The next scheduled meeting will be on March 4, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Deborah Christen, Secretary